



Greater St. Charles Convention and Visitors Bureau
230 South Main Street
Saint Charles, MO 63301
636-946-7776 636-255-6109
Fax: 636-949-3217
www.historicstcharles.com
kgodfrey@historicstcharles.com

Saint Charles Riverfest 2012

Wednesday, July 4, 2012

Fireworks Wednesday, July 4, 2012

Vendor Rules and Regulations

All vendors approved to participate in the St. Charles Riverfest

Must comply with all of the conditions as listed below.

SECTION 1: Date and Time

Date	Set Up Time	Vehicles out of Frontier Park	Official Riverfest Opening	Time of Operation	Fireworks Display
7/4/12	7:00 AM - 10:00 AM	10:00 AM	VENDOR	NOON – 10:30 PM	YES

- a.) All vendors are required to participate the entire day of 7/4/2012 hours or operation 7:00 AM – 10:30 PM.
 - b.) Set-up and tear down times are to be observed and are subject to crowd dispersal.
 - c.) At the event's conclusion, all vehicles must be loaded and out of the park by 11:30 PM if weather permits.
 - d.) Fire Inspection will begin at least one hour prior to opening of Riverfest.
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SECTION 2: BOOTH INFORMATION

- a. Participation as a Riverfest Vendor in the past does not guarantee the same booth location as before.
- b. Booth assignments will be on a first come, first serve basis as determined by application postmark.
- c. Booths will be located in Frontier Park along the walkway facing the river and some in the CVB parking lot.
- d. No pets are allowed in the booths or within Frontier Park during Riverfest, except service animals.
- e. Refer to the Vendor Application for available booth sizes and fees.
- f. Booth & table fronts must be attractively covered where exposed to public view.
- g. Keep all packing materials out of sight.
- h. All booths are to be safely constructed and arranged in a manner that presents no hazards to the public.
- i. Each vendor is required to provide their own tables, chairs, fans, lighting, fire extinguisher and canopy.
- j. No camping tents allowed in vendor areas.
- k. Advertising booths will not be accepted (i.e: Travel Agencies, Contractors, Real Estate).
- l. All vendors are encouraged to decorate their booths with a patriotic theme.
- m. No hay or cardboard may be used at vendor sites if rain occurs. Only acceptable products including oil dry, kitty litter or carpet.
- n. Vendors will be responsible for supplying their own ice and soft drinks at the event. All vendors will be required to sell 12 oz. cans for \$1.50 each.
- o. Any vendors with tires must park on plywood and not allowed to park on grass.

Vendor Signature: _____ **Date:** _____

SECTION 3: UTILITIES

- a.) Electric availability is limited and will be 15 amps of power per booth.
- b.) Equipment and / or large trailers requiring more power will be considered prior to vendor acceptance.
Please note your requirements for additional power on your application this cannot be changed at a later date.

SECTION 4: FIRE REGULATIONS:

The City of St. Charles Fire Marshall requires the following:

- a.) Fire retardant labeling or manufacturer's certificate for tarps, or canopies 12 x 12 or larger.
- b.) 15 gauge, 3 – pronged electrical cords.
- c.) Multi-plug power strips with circuit breakers.
- d.) A 5 lb. 2-A rated ABC power fire extinguisher.

SECTION 5: MERCHANDISE

- a.) Only merchandise listed on the Vendor Application will be permitted for sale.
- b.) The Riverfest committee reserves the right to remove questionable merchandise or displays.
- c.) The Riverfest committee reserves the right to limit items and duplications by vendors.
- d.) Vendors are responsible for collection and payment of Missouri Sales Tax.
- e.) All vendors must include their Federal Tax ID or Social Security number on application.
- f.) Non-for-profits organizations must provide their certificate from the State of Missouri regarding their non-for-profit status with application.

SECTION 6: SUB-LEASING

- a.) Subleasing is strictly prohibited. Prompt removal and a permanent band will apply to:
 - 1.) Any person attempting to conduct business or display in booth space without having properly rented that space.
 - 2.) Any person granted roaming passes who sells or attempts to sell those passes.

SECTION 7: VEHICLES

- a.) Vehicles entering the vendor area must be approved (see Vendor Application) prior to entry into vendor areas.
- b.) Please drive slowly while traveling in vendor areas.
- c.) Only licensed drivers permitted to operate vehicles within the vendor areas.

SECTION 8: CLEAN UP

- a.) Please leave your booth space free of trash and debris. Trash containers will be available for your use.
- b.) Booth spaces needing to be cleaned after the vendor has left will result in their forfeiture of their clean – up deposit. Further, the vendor may be prohibited from “participating as a vendor in” future Riverfest Events.
- c.) Burn Barrels (for ashes, embers and coal) and grease barrels (for used grease and oils) will be available. Please be cautious as to which barrel you place oil in and ashes; embers or coal in.

SECTION 9: SECURITY

- a.) Gate Security is provided by volunteers in cooperation with the City of St. Charles.
- b.) The St. Charles Police Department and the St. Charles Parks Rangers will be patrolling vendor area during normal Riverfest hours only.
- c.) No overnight security is provided.
- d.) Vendors are responsible for securing and protecting their booth equipment and merchandise.

Vendor Signature: _____ **Date:** _____

SECTION 10: WAIVERS OF LIABILITY REQUIREMENTS

Vendors retain sole responsibility for their merchandise throughout Riverfest. Vendors shall release, indemnify, defend and hold harmless City, its elected and appointed officials, successors, assigns, legal representatives, officers, employees and agents (collectively, “indemnitees”) for, from and against any and all claims, liabilities, cost damages, losses, causes of action, suits, demands, judgments and expenses (including, without limitation, court costs, attorneys’ fees and costs of investigation or otherwise (collectively “liabilities”) of any nature, kind or description of any person or entity directly or indirectly arising out of, resulting from or related to (in whole or in part) merchandise loss or property damage of any kind whatsoever resulting from or connected to the operation of Vendor’s Riverfest booth.

As a condition precedent to participating as a vendor in Riverfest, a vendor shall secure insurance coverage in the amount of \$3,000,000 for all claims arising out of a single accident or occurrence and \$400,000 for any one person in a single accident or occurrence, with the City of St. Charles, Missouri named as an “Additional Primary Insured” and shall further require its insurer to acknowledge that “this insurance is primary to the insurance coverage held by the City of St. Charles which shall be non-contributory” on both the Certificate of Coverage and on a separate Additional Insured Endorsement. Vendors shall demonstrate compliance with the coverage and additional insured requirements by submitting a copy of a Certificate of Coverage and the separate Additional Insured Endorsement to the City of St. Charles on or before March 27, 2012. Required coverage can be provided by commercial general liability insurance or by such policy in combination with an umbrella excess policy.

Vendor Signature: _____ **Date:** _____

SECTION 11: APPLICATION PROCESS

In an effort to streamline our process, we are funneling all vendor questions and application requests to this e-mail: kgodfrey@historicstcharles.com . Please comply with the following directions:

- a.) Read all of the Riverfest Vendor Rules and Regulations. These will address most of your questions and concerns.
- b.) Complete the Riverfest Vendor application and determine the appropriate booth fee and trash clean up deposit amount.
- c.) Sign the bottom of each of the Riverfest Rules and Regulations pages.
- d.) Send Money Order or Cashier's Check for Vendor Booth Space,

(Made payable to THE CITY OF ST CHARLES).

BOOTH DEPOSITS: Only money orders or cashier's checks will be accepted.

CLEAN UP DEPOSITS: A personal or business check will be accepted for clean up. **BE SURE TO SUBMIT TWO SEPARATE PAYMENTS ONE FOR BOOTH DEPOSIT AND ONE FOR THE REFUNDABLE CLEANING DEPOSIT.**

- e.) Mail your completed application with your booth deposit as mentioned above along with two business cards (if available) and a self-addressed stamped manila envelope. Only complete packets will be considered for inclusion as a Vendor.
- f.) The postmark will be used to determine the order of applications received. Deadline for applications to be submitted is Friday, February 29, 2012.

NO APPLICATIONS WILL BE ACCEPTED

AFTER FEBRUARY 29, 2012 NO EXCEPTION

- g.) The City of St. Charles Riverfest organizers will review your application.
- h.) **IF DENIED:** You will be contacted by mail along with the return of your money order and clean up Deposit check.
- i.) **IF ACCEPTED:** You will be mailed an acceptance letter. This letter will include details pertaining to a Vendor Meeting to be scheduled on June 20, 2012. Your cashier's check or money order will be deposited. Your clean up deposit will be held.
- j.) At the conclusion of Riverfest your booth space area will be inspected for cleanliness and no property damage. If your space has been cleaned to its original appearance and condition, the clean -up deposit will be returned to you by mail. If your space requires cleaning or repair, your clean up deposit will not be returned and the Vendor will be prohibited from "participating as a vendor in" future Riverfest events.
- k.) If, after reviewing all of the information provided, or you still may have questions, please submit Those via e-mail to kgodfrey@historicstcharles.com.

SECTION 12: VENDOR SIGNATURE

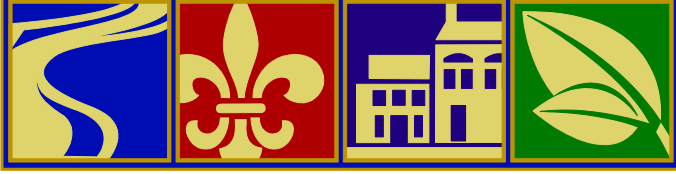
All vendors are required to sign each page of rules and regulations and return with completed application.

Vendor Signature: _____ **Date:** _____

Thanks for your cooperation and we look forward to seeing you at Riverfest 2012!

RIVERFEST VENDOR APPLICATION

GREATER SAINT CHARLES MISSOURI



CONVENTION AND VISITORS BUREAU

GREATER SAINT CHARLES CONVENTION

AND VISITORS BUREAU

230 SOUTH MAIN STREET

ST CHARLES, MO 63301

636-255-6109 FAX 636-949-3217

WWW.HISTORICSTCHARLES.COM

KGODFREY@HISTORICSTCHARLES.COM

WEDNESDAY, JULY 4, 2012

DEADLINE FOR RULES, REGULATIONS AND APPLICATION

FEBRUARY 29, 2012 NO EXCEPTIONS

SECTION 1: CONTACT INFORMATION

(Please type or Print)

NAME:	BUSINESS NAME:
STREET ADDRESS:	HOME PHONE:
CITY, STATE, ZIP:	CELL PHONE:
E-MAIL:	WEB SITE:
FEDERAL TAX ID:	SOCIAL SECURITY NUMBER IF YOU DO NOT HAVE A FEDERAL TAX ID:

THE CITY OF ST. CHARLES REQUIRES ALL VENDORS TO PROVIDE THEIR FEDERAL TAX ID OR SOCIAL SECURITY NUMBER. FAILURE TO SUBMIT WILL DISQUALIFY YOU FROM BEING A RIVERFEST VENDOR. ALL VENDORS ARE RESPONSIBLE FOR SUBMITTING THEIR TAXES FOR FEDERAL & STATE.

SECTION 2: VENDOR SPACE INFORMATION

Booth Size	Booth Cost	Type of Booth
Single Space: 10' x 14' Deep	\$200.00 Cashier's Check or Money Order \$100.00 Clean Up Deposit Required personal check only Mandatory	Food, Craft or Merchandise Booth
Double Space: 20' x 14' Deep	\$400.00 Cashier's Check or Money Order \$200.00 Clean Up Deposit Required personal check only Mandatory	Food, Craft or, Merchandise Booth
Single Space: Non-For-Profit 10' x 14' Deep	\$100.00 Cashier's Check or Money Order \$100.00 Clean Up Deposit Required personal check only Mandatory	Non For Profit (food, craft or merchandise booth) A copy of your state non for profit certificate must be turned in with your application.
Double Space: Non-For-Profit 20' x 14' Deep	\$200.00 Cashier's Check or Money Order \$200.00 Clean Up Deposit Required check only Mandatory	Non For Profit (food, craft or merchandise booth). A copy of your state non for profit certificate must be turned in with your application.

Space Requested: Single: _____ Double: _____

Commercial: _____ Non-for-Profit: _____

Vendor Signature: _____ Date: _____

SECTION 3: VENDOR CATEGORY

Are you a Non-For-Profit Organization: Yes _____ NO _____		
Food: _____	Merchandise: _____	Craft: _____
Will your booth require the use of a grease barrel to discard used grease or oil?		Yes _____ No _____
Will your booth require the use of a burn barrel to discard used coals or embers?		Yes _____ No _____
If your booth a trailer?	Size:	License Plate:
License number or motorized vehicle:		State of issue:
Briefly describe your product offering in the space provided below:		

SECTION 4: VEHICLE INFORMATION

If you have a motorized vehicle needing to remain at the booth space then complete below:

License Plate Number: _____ **State:** _____

Color of Vehicle: _____ **Make of Vehicle:** _____

SECTION 5: APPLICATION PROCESS (Please review that you have enclosed everything.)

Complete Application: _____

Single Space: **Double Space:**

Business Cards: **Self-Addressed Stamped Envelope:**

Money Order/Cashier's Check for Booth Fee: _____ Copy of Non-for-Profit State Certificate: _____

Copy of Insurance Liability Certificate with original Endorsement with City of St. Charles as additional insured: _____ **Application Status:** Accepted **Denied:** _____

Clean Up deposit returned:

SECTION 6: VENDOR ACCEPTANCE (For used by City of Saint Charles Riverfest Only)

Postmarked: _____ **Date Received:** _____

Complete Application:_____

Single Space: _____ **Double Space:** _____

Business Cards: _____ **Self-Addressed Stamped Envelope:** _____

Money Order/Cashiers Check for Booth Fee: _____ Copy of Non-for-Profit State Certificate: _____

Copy of Insurance Liability Certificate with original Endorsement with City of St. Charles as additional insured:_____Application Status: Accepted: _____Denied: _____

Clean Up deposit returned: _____

Acceptance Letter Sent: _____ **Denial Letter Sent:** _____

Vendor Signature: _____ **Date:** _____

SECTION 7: APPLICATION PROCESS

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- a.) Read all of the Riverfest Vendor Rules and Regulations. These will address most of your questions and concerns.
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BOOTH DEPOSIT AND ONE FOR THE REFUNDABLE CLEANING DEPOSIT.**

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AFTER FEBRUARY 29, 2012 NO EXCEPTION**

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- k.) If, after reviewing all of the information provided, or you still may have questions, please submit Those via e-mail to kgodfrey@historicstcharles.com.

The City of St. Charles Reserves the right to accept or deny any application. If I have participated in Riverfest in the past, I understand that I am not guaranteed the same space occupied previously. I have read and understand the condition is as set forth in the Riverfest Rules and Regulations, further my signature below acknowledges my agreement to abide by those rules as described in the Riverfest Rules and Regulations.

Vendor Signature: _____ **Date:** _____

This agreement becomes binding only upon formal acceptance by the City of St. Charles Riverfest Committee. It is the responsibility of the food vendor to submit temporary food permit to the county health department, and to be approved by the same prior to submitting your vendor application to the City of St. Charles for Riverfest.

SECTION 8: TEMPORARY FOOD PERMITS:

It is the responsibility of the food vendor to submit temporary food permit to the county health department, and to be approved by the St. Charles County Health Department no later than April 15, 2012. It is your responsibility to submit your permit application to Rick Etherington, of the St. Charles County Health Department. Failure to comply and meet this deadline could prohibit you from participating as a vendor with the City of St. Charles at Riverfest.

The St. Charles County Health Department contact information is:
www.scchealth.org/docs/ph/ph_docs/phehs/pro_temp_food.html

St. Charles County Health Department
Office of Environmental Health and Protection
1650 Boone's Lick Road
St. Charles, MO 63301
636-949-1800

No Vendor Refunds will be made after you have been accepted as a vendor or if you don't meet the April 15, 2012 deadline.



www.historicstcharles.com

Mail your completed application to:
Greater St. Charles Convention and Visitors Bureau
% Riverfest - Karen Godfrey
230 South Main Street
Saint Charles, MO 63301
636-946-7776 636-255-6109
Fax: 636-949-3217
kgodfrey@historicstcharles.com

For additional information per taint to Riverfest, Please access the above information.

The City of St. Charles Riverfest Committee Thanks You for your interest in our event. We hope you join us in continuing a proud tradition of hosting a successful July Fourth Celebration.

**APPLICATIONS MUST BE RECEIVED BY FEBRUARY 29, 2012
TO BE CONSIDERED AS A VENDOR NO EXCEPTIONS**

SECTION 9: VENDOR SIGNATURE AGREEING TO ALL RULES AND REGULATIONS.

All vendors are required to sign each page of rules and regulations and return with completed application.

Vendor Signature: _____ **Date:** _____

Thanks for your cooperation and we look forward to seeing you at Riverfest 2012!